



Natural Resources Conservation Service
655 Parfet Street, Room E200C
Lakewood, Colorado 80215

VIA ELECTRONIC MAIL

COLORADO BULLETIN NO.: CO-270-06-01

Date: June 26, 2006

SUBJECT: IRM - Security Background for United States Department of Agriculture
USDA) Computer Access by Non-Natural Resources Conservation Service
(NRCS) Employees

TO: All Colorado Non-NRCS employees

PURPOSE: Completion of Background Investigation by end of FY 06

EXPIRATION DATE: September 30, 2006

ACTION REQUIRED BY: September 8, 2006

This bulletin is issued to inform all Natural Resources Conservation Service (NRCS) partners that access Department of Agriculture (USDA) computers, or connect their computers to the USDA network **must** have a background investigation completed, or in progress, by the end of Fiscal Year 2006. In most cases, the minimum requirement is a "National Agency Check and Inquiries" (NACI). All background investigations must be performed through the Office of Personnel Management (OPM).

Background investigations are now a condition for access to the USDA network or use of NRCS computer equipment. This has been reinforced by recent security initiatives and audits of financial assistance delivered to conservation participants. The process includes completion and submission of the following forms:

- SF-85 – Questionnaire for Non-Sensitive Positions
- SF-87 – Fingerprint Card (two sets) for NRCS employees and partners
- FD-258 – Fingerprint Card (two sets) for contractors
- OF-306 – Declaration for Federal Employment (an OPM requirement, even for non-Federal employees, like partners and contractors)
- Fair Credit Release
- OF-612/SF-171/Resume, or equivalent (for employees, partners, and contractors)
- NRCS-IRM-02 – Computer User Security Agreement

Please note if the fingerprints are legible, only one fingerprint card will be required because of the shortage of SF-87 (Fingerprint Cards). We will not be able to distribute the SF-87 to the Area Administrative Coordinators to provide to partner employees until we receive the back order of cards. Until we receive the SF-87, the FD-258 (FBI Fingerprint Cards) can be used. These cards

are available at local Police and Sheriff's Departments. The forms are attached to this Bulletin; however, the OF-612 may also be located on the internet at http://www.opm.gov/forms/pdf_fill/of612.pdf.

All Conservation District and other partner employees who connect their computers to the USDA network **must** have background investigations. This includes partner employees who do not have Common Computing Environment (CCE) logins and use the connection only to access the Internet.

Meeting this requirement is defined to be the completion and submission of the required forms by the partner employee, to the designated point of contact, who will note that the background investigation has an in-progress status in the partner database (affiliates application).

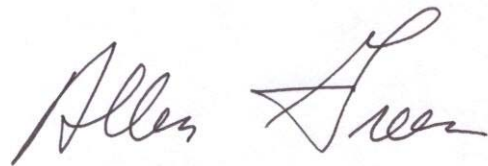
The NACI cost is \$97, plus an additional \$10 for the accompanying credit report. The cost of completing the two fingerprint cards ranges from free to \$20, depending on the locally available provider. Partner and contractor submissions are sent to the State Administrative Officer who routes them through the appropriate channel for processing.

Colorado NRCS will be responsible for funding the cost of the background investigations and fingerprints for District employees, DOW Wildlife Biologists, and current Ultima Contract Employees. Ultima will be responsible for the cost of new contract employees hired in FY2007. The cost of fingerprints can be charged to the local Field office purchase card or reimbursed to the employee by completing and submitting an SF-1164 (Claim for Reimbursement for expenditures on Official Business).

As partner employees, contractors, volunteers and Agriculture Conservation Enrollee Seniors (ACES) employees complete their individual packet, the packet must be sent to the following:

Colorado State Office
Attention: Ila Binard, State Administrative Officer
655 Parfet Street, Room E200C
Lakewood, CO 80215.

Questions should be directed to Ila Binard, State Administrative Officer, at (720) 544-2822, or E-mail: ila.binard@co.usda.gov. Ila will be available for questions after July 5, 2006.

A handwritten signature in dark ink, appearing to read "Allen Green". The signature is fluid and cursive, with the first name "Allen" and last name "Green" clearly distinguishable.

ALLEN GREEN
State Conservationist

Attachments

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